





## Revision Log

**Class BN200**

**Date 030910**

Pg/ Slide #		Revision
OLD	NEW	<i>Student Guide</i>
12	12	Adding third bullet statement that reads, "Critical illness is calculated on the age of the employee as of January 1 <sup>st</sup> and also the age of the spouse, if covered under the plan. All children are under the same rate."
13	13	Added bullet: "Must use ESS to complete their enrollment(s)."
18	18	Replaced second item under SHP Annual Enrollment Period to read: "NC PPO Smart Choice Plans – employee must complete the State Health Plan Attestation Form to re-enroll in the 80/ 20 plan each year."
19	19	Changed last bullet under step 2 of the slide to: "For EEs without ESS access only - complete paper forms and submits them to BEST Shared Services."
21	21	Slide pictures #2 and #3 changed to reflect new policy: # 2 step changed to: Agency Benefits Specialist: -generates LOA letter and sends to employee. #3 Step changed to BEST Shared Services Administrator "Terminates employee's NC Flex Plans in SAP (regardless of whether or not EE continues plan payment to vendors)."  Last bullet on note page now reads: "For return from LOA, HR completes Reinstatement Action, the Adjustment is dynamically created. Employees complete the enrollment process with ESS (Employee Self-Service)."
21	21	Notes section: First section under "Forms" deleted – not needed.
21	21	Under LOA section – first bullet remains as subhead of section. A table was inserted to show differences between State Health Plan and NC Flex plans as relates to LOA and benefits. Bullet #2 was deleted (no longer policy). Bullets #3, 4 and 5 were modified and placed in table.

21	21	<div>Table inserted under LOA Heading:</div> <table><thead><tr><th>State Health Plan</th><th>NC Flex</th></tr></thead><tbody><tr><td><ul style="list-style-type: none"><li>For continued coverage, monthly premium payments need to be sent to BEST.</li><li>If payment not received on a monthly basis, State Health Plan coverage will be terminated.</li><li>EEs receiving STD benefit payments will have their premium payments deducted on an after-tax basis.</li></ul></td><td><ul style="list-style-type: none"><li>BEST notifies the NC Flex vendors of employee's LOA by delimiting the EE's benefits in SAP.</li><li>Employees can choose to continue their NC Flex benefits by making payments directly to the vendor(s).</li></ul></td></tr></tbody></table>	State Health Plan	NC Flex	<ul style="list-style-type: none"><li>For continued coverage, monthly premium payments need to be sent to BEST.</li><li>If payment not received on a monthly basis, State Health Plan coverage will be terminated.</li><li>EEs receiving STD benefit payments will have their premium payments deducted on an after-tax basis.</li></ul>	<ul style="list-style-type: none"><li>BEST notifies the NC Flex vendors of employee's LOA by delimiting the EE's benefits in SAP.</li><li>Employees can choose to continue their NC Flex benefits by making payments directly to the vendor(s).</li></ul>
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25	25	Deleted first sentence in last paragraph: "The termination date for the State Health Plan will be standardized for all employees across agencies."				
56	56	Add Infotype 0014, with explanation that is now listed as the last sentence for IT0015.  Deleted information about IT0014, Recurring Payments/ Deductions.				
57	57	The order is changed on the list of infotypes to match the SAP drop-down box.				
67	67	Additional subtype "CRIT – Critical Illness" added, and new screen shot as well to show this with other subtypes.				
73	73	Added phrase "Core AD&D and Voluntary to first sentence on slide.				
81	81	Changed first heading in notes section to read, "To view the Work Contract field you can:" Deleted first two bullets under heading.				
81	81	Added new bullet under second section in note page: "The code SHP-STD<5 RTMT is also used for employees who are not eligible for their health insurance premiums to be paid by the state during their LOA."				

82	82		Adding 4 <sup>th</sup> bullet: Job Aids available by clicking “Help” on the Beacon Portal home page. --How to Create Adjustment Reasons --Adjustment Reasons
102	102		New screen shot to match updated LOA letter now mailed.
--	102		New paragraph added in notes section: “A Word or PDF file of this letter is also available on the BEST Shared Services website: <a href="http://www.osc.nc.gov/BEST/support/support_bn.html">http:// www.osc.nc.gov/ BEST/ support/ support_bn.html</a> ”
112	---		Deleted page until further notice.